



## Case Administrator

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The Case Administrator manages the progression of cases and related adversary proceedings from opening to final disposition by processing incoming documents, maintaining official case files, dockets and other records, and performing noticing, administrative and clerical tasks. Representative duties include the following: opens cases and reviews initial documents; assists attorneys and the public at the front counter; collects appropriate fees; makes summary entries on the docket of all documents and pleadings; manages cases to ensure timely progression; processes case conversions from one chapter to another; prepares and maintains the claims register; prepares and processes notices for mailing; prepares form judgments and orders for signature; prepares cases for closing; performs quality control on electronically-filed pleadings filed by bankruptcy practitioners and pro se litigants.

Starting Salary Range: CL 25 \$42,747 - \$53,433 Starting salary commensurate with experience, education and qualifications.

Closing Date: Open until filled, Applications submitted by December 5, 2021 are encouraged.

Click on the PDF document link below to view the complete announcement, including qualifications, skills being sought, and instructions for submitting an application.

**Announcement (PDF):**  [va-case\\_administrator\\_2021.pdf](#) [1]

**Last Date for Viewing:** Monday, December 6, 2021

**Source URL:** <https://www.utb.uscourts.gov/vacancies/case-administrator-11052021>

### Links

[1] [https://www.utb.uscourts.gov/sites/default/files/va-case\\_administrator\\_2021.pdf](https://www.utb.uscourts.gov/sites/default/files/va-case_administrator_2021.pdf)